



SELF REGENERATE

Self-Employment and English for Peripheral Regions



Activity 6: Managing a meeting

This activity wants to help learners assess and practice their knowledge on how to manage a meeting via a test provided by the British Council. The aim of this activity is to give the learners the confidence they need to arrange meetings.

Abstract:

This activity aims at allowing the learners to test their knowledge on business meetings, and more specifically, on how to manage one. Besides that, the learners will have the opportunity to practice on managing a meeting through a group exercise.



Managing a meeting

[Managing a meeting](#)

Topic:

meetings

Basic skills:

emails for setting up a meeting, keeping a meeting under order, Business English

Keywords:

emails, management skills, teamwork, Business English

Cost:

Free

Duration:

According to the time determined by the coach

Rating:

(Tick the smiley to remember how much you liked it!)





Description of learning outcomes

The learning outcomes of this activity are to:

- ✓ assess knowledge on how to set up a meeting via emails
- ✓ assess knowledge on how to keep a meeting under order
- ✓ be able to manage a meeting on their own
- ✓ be able to work in a team

Skills

The skills tested in this activity are related to Business English:

- ✓ understanding of how to set up and manage a meeting
- ✓ setting up and managing a meeting by themselves

Competences

This activity wants the learners to be competent enough to manage a meeting from beginning to end.

- ✓ email vocabulary
- ✓ meeting skills

Knowledge

The learners know at the end of the activity the level of their knowledge on the topic of meetings:

- ✓ How to use emails for setting up a meeting
- ✓ How to manage a meeting
- ✓ How to use the skills they acquired

Activity description

Consider the following steps for the development of the activity.

Managing a meeting

This activity utilises an approach that focuses on two important aspects of managing a meeting: setting up the meeting with a series of emails, and keep the

meeting under control. It allows learners to test their knowledge on that topic and practice their skills. The amount of time required to finish this activity depends on the time decided by the coach.

Preparation of activity

For preparing this activity the learners need to enter this link: https://www.teachingenglish.org.uk/sites/teacheng/files/Meetings%203_Managing%20a%20meeting_worksheets.pdf. Alternatively, the coach hands them the printout of the activity.

Implementation of activity

- 1) The learners read the emails provided by the activity.
- 2) They answer each question individually, and then move on to the next part of the activity.
- 3) The coach provides ongoing feedback on the answers according to the abilities of the learners and when required.
- 4) The learners work in pairs to plan a meeting.

Assessment/ evaluation of activity

Coaches should be reminded that there are no true or false answers to these questions. Indeed, there are appropriate or not appropriate answers. In the face of evaluation of the learners' answers, this should be kept in mind, so as to progressively approach towards the correct way to address each item.





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Methodological summary:

- ✓ Working method: some information should be taught and followed by individual work and group discussions
- ✓ Assessment/evaluation method:
 - * Formative evaluation: make a quiz and ask the participants questions (optional); presenting and comparing results from their answers, etc.
 - * Learning diaries - incite the learners to take notes of the most important things they learnt (enhancing the ability to extract information and draw conclusions)
- ✓ Methodological recommendation for implementation in existing training measures:
 - * It is important to gain the learners' interest and to motivate them well for this task; they learn about suitable possibilities for action.
- ✓ Learning environment preparation: their own space
- ✓ Resources/ materials needed: computer, Internet connection, keyboard, mouse, pen, paper
- ✓ Motivation drivers for learners: Business English
- ✓ Suggested activity to do next: further readings on Business English, its importance to the business world, expanding their Business English vocabulary



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Handout for participants

Within this activity you test your knowledge on Meetings (email and management).

Required Material

- ✓ Computer / Laptop
- ✓ Keyboard, mouse
- ✓ Internet connection
- ✓ Pen
- ✓ Printout of the activity (optional)

Your task:

Get ready for the activity!		
 Source: Google	STEP 1 Connect to the Internet, and enter the link. Alternatively, get the printout from the coach.	Consider... Think what you need for this activity.
Do it...		
 Managing a meeting	STEP 2 Complete the first part of the activity (questions) individually and then work in groups for the second part (plan a meeting).	Notes on Step 2 Keep in mind what you have learnt on meetings and writing emails.
 Source: Adobe Stock	STEP 3 The coach gives a suggested answer for each question listed in the activity, and the learners continue their conversation based on the new information.	Notes on Step 3 Useful tips and theoretical input by the coach. Further discussion of the topic.
The finish...		
 Source: follow-up icon	STEP 4 The coach discusses with the learners whether the activity fulfilled its purpose, whether they liked it or not, and generally receives feedback on the activity.	Notes on Step 4 Discussion of the learning activity.





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Your Notes:

Large empty rectangular box for taking notes.



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